

*How to do Business with
Miami-Dade County
Southern Florida Minority Supplier
Development Council Business Expo
March 23, 2012*

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Procurement Management Services

- Purchasing
- Design and Construction Services
- Professional Services
- Business Services and Property Control

Procurement Management Services

Purchasing

- Manage in excess of 1,000 active contracts valued at approximately \$2.4 billion.
- Each year, contracts valued over \$1 billion are awarded.
- Vendor Services assists with vendor registration

Procurement Management Services

Design and Construction

- Manage the architectural and engineering design process, construction of new facilities and major renovation of existing space
- Creates space plans, designs and reconfigures office space
- Manage interior design, furniture acquisition and carpet replacement projects
- Manage roofing program for repair, maintenance and replacement projects
- Manage county-wide Building Better Communities (GOB) construction projects, GOB coordination/Major Project monitoring
- Creates and provides interior office signage and specialized exterior signage for County facilities

Procurement Management Services

Design Services (Architectural and Engineering)

- Manage the selection process for acquisition of professional architectural and engineering (A&E) services.
- Manage the Equitable Distribution Program (EDP), a pool contract for A&E services available to all County departments for the expedited acquisition of A&E services for projects that do not exceed the thresholds established under Fla. Statutes 287.055.
- Manage the County's Economic Stimulus Plan (ESP) Program which has expedited \$992 million in projects to date.
- Manage the Miscellaneous Construction Program (MCC) available to all County departments for expedited acquisition of construction services for construction projects up to \$5 million.

Procurement Management Services

Business Services and Property Control

- Manage and operates the County's business supplies warehouse. The facility houses approximately 1,000 pieces of line items within the inventory system. To secure these items, the Business Supplies section accesses approximately 15 contracts, and interacts with over 50 approved County vendors. Warehouse operations involve the purchase, receipt, storage and issuance of business supplies throughout the County.
- Sale and disposal of surplus County property (such as vehicles, scrap metal, and heavy equipment), using sealed bids and public auctions. Operates the County Store, a retail location that is open to the public.
- Maintain the County's central records for capital assets, licensing of mobile equipment, tagging and identifying capital assets. Oversees the annual countywide capital inventory process mandated by Florida Statutes.

Quarterly Workshops

Stephen P. Clark Center
18th floor, 10:00 am

- May 8, 2012 – “*Invitation to Bid (ITB) Process*”
- May 15, 2012 – “*Request for Proposals (RFP) Process*”
- May 22, 2012 – “*Architectural/Engineering (A&E) Selection Process*”

Highlights

Purchasing Process

- ITB Process
- ITB vs. RFP
- RFQ Process
- Steps in the RFP Process

Submitting a Proposal

- Six sections of an RFP
- Proposal format
- Responsive and responsible proposers

County Ordinances

- Cone of Silence
- SBE Program
- Local Preference
- User Access Program

e-Procurement

- Vendor enrollment
- Solicitations on-line
- Existing contracts

ITB Process

Invitation to Bid (ITB):

- standard method of procurement
- specifications are completely established

Evaluation

- Pricing

Method of Award

- Lowest priced responsive, responsible bidder

ITB Process

Responsive vs. Responsible

Responsive - A bidder who complies with all specifications and terms set forth in the invitation to bid (ITB)

and

Responsible - A bidder whose reputation, past performance, business and financial capabilities indicates the bidder is capable of satisfying the County's requirements for a specific contract.

ITB Process

There are several steps in the bidding process:

- 1. Preparation of bid**
- 2. Procurement Management Services Drafts a Bid**
- 3. Solicitation**
- 4. Evaluation**
- 5. Award**

ITB Process

■ A bid has four major sections:

1. General Conditions (section 1)
2. Special Terms and Conditions (section 2)
3. Technical Specifications (section 3)
4. Bid Proposal (section 4)

ITB Process

- **All bids require:**
Vendor Registration & Affidavits
- **Many bids require:**
Performance / Bid Bonds
Proof of Insurance
Others as specified in the Bid.

ITB Process

Requirements for participation in pools for Miscellaneous Construction Contracts (MCC) 7040 and 7360 Plan include:

- Copy of state and/or local Contractor License (General Building, General Contractor, General Engineering or Specialty Trade Contractor).
- Copy of the certificate(s) of insurance meeting the following minimum requirements: General Liability, Auto Liability, and Workers' Compensation.
- Completed MCC 7040/7360 Plan Registration Form .
- Copy of Community Small Business Enterprise certification letter is required for the MCC 7040 Plan

ITB Process

Requirements for participation in pool for Professional Services include:

- Vendor Registration with the County
- Technical Certification (TC) - The application is reviewed by the County's Technical Certification Committee and approves a firm's eligibility to provide professional services for various TC categories. TC must be established at the time of submittal to a Notice to Professional Consultants (NTPC), throughout the selection process, at time of award, and throughout the duration of the contract term without any lapses
- Affirmative Action Plan (AAP) – Professional services firms with annual gross revenues in excess of \$5 million are required to have an approved AAP prior to responding to a NTPC.

ITB vs. RFP

Request for Proposals (RFP)

- scope of services may not be completely established
- more than one solution may be available
- varying levels of service to negotiate

Evaluation

- Experience and qualifications of proposer and staff
- Project management approach
- Recommended solutions
- Financial capabilities and pricing

Method of Award

- Highest ranked responsive, responsible proposer

RFQ Process

RFQ Uses

Request for Qualifications (RFQ):

Technical or **Qualification** evaluation

(new technology)

Establish a **Pool** of multiple contractors

(rotational or further competition)

RFP Process

*Types of purchases made by RFP for
over 60 County departments and agencies*

- Concessions
- Consulting Services
- Employee Benefits
- Insurance
- Legal Services
- Medical Services
- Software Systems
- Voting Equipment
- Zoo Master Plan
- and much more...

RFP Process

Steps in the RFP Process

1. Preparation Phase

- Client Department determines need
- Procurement Management Services develops RFP

2. Solicitation Phase

- Post on website
- Pre-proposal Conference
- Receive proposals

RFP Process

Steps in the RFP Process

3. Evaluation Phase

- Evaluation/Selection Committee meets
- Oral presentations
- Rate and rank proposals
- Apply contract measures and local preference

RFP Process

Steps in the RFP Process

4. Negotiation Phase

- scope of services
- terms & conditions
- performance standards
- warranties
- payment schedule
- pricing

5. Award Phase

- Award notification
- Final Responsibility Review
- Compliance with conditions of award (insurance, vendor registration, Affirmative Action Plan)
- Contract execution

RFP Process

Steps in the RFP Process

6. **Post-Award Phase**

- Project meetings
- Project management by Client Department
- Contract monitoring by Procurement Management Services
- Performance review

County Ordinances

Cone of Silence (Ordinance No. 98-106)

- **Effective:** After advertisement
- **Terminates:** County Mayor or designee issues a written recommendation
- **Prohibits:** Verbal communication regarding RFPs between potential Proposers and County, Mayor, Commissioners or any selection committee member

County Ordinances

Small Business Enterprise (SBE) Program (Ordinance No. 05-29)

- **Certified SBE's registered with the Small Business Development Division**
 - **Contract Measures:**
 - Selection Factor
 - Set-Aside
 - Participation Goals
- Federal Procurements may require a DBE

County Ordinances

Local Preference (Ordinance No. 94-166)

Allows “local business” to receive preference if within 5% of top-ranked firm

- **Valid occupational license** issued by Miami-Dade or Broward to provide services to be purchased
- **Physical business address** located within Miami-Dade or Broward (PO Box cannot be used)
- **Contribute to the economic development** and well-being of Miami-Dade in a verifiable, measurable way

County Ordinances

User Access Program (UAP) (Ordinance No. 12-12)

■ **2% UAP Fee**

All sales resulting from the contract, whether by the County or another governmental entity, are subject to the two percent (2%) fee.

■ **Joint Purchase**

Entities that have been approved for participation are eligible to utilize County contract pricing and terms and conditions.

RFP Document

Six Major Sections

1. Overview and Proposal Procedures

(background, ordinances, rules, procedures)

2. Scope of Services

(requirements and services to be provided)

3. Proposal Format

(format and content)

RFP Document

Six Major Sections

4. Evaluation/Selection Process

(evaluation criteria, points, process)

5. Form of Agreement

(sample contract terms and conditions)

6. Attachments

(forms, appendices, price schedule)

RFP Document

Submitting a Proposal

****Follow Proposal Format Instructions****

Requirements:

- Proof of compliance with minimum qualification requirements
- Note exceptions taken to RFP
- Submit bonds/affidavits

RFP Document

Submitting a Proposal

Tips:

- Sufficient information for County to perform meaningful evaluation
- Demonstrated ability to perform Scope of Services
- Apply for contract measures and local preference
- Follow packaging details

RFP Document

Responsive vs. Responsible

■ **Responsive:**

proposal meets the minimum requirements of the RFP

■ **Responsible:**

Proposer's experience, past performance, and business and financial capabilities are such that an appropriate authority would judge the Proposer to be capable of satisfying an organization's needs for a specific contract

e-Procurement

www.miamidade.gov/procurement

■ Vendors

- **Enroll (receive notification of solicitations when advertised)**
- **Register (required for award)**

■ Solicitations

- **View open solicitations**
- **Download for free**

■ Existing Contracts

Procurement Management

<http://www.miamidade.gov/procurement>

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Procurement Management

Procurement Management is dedicated to customer service and the timely acquisition of goods and services. Utilizing technology and sound business processes, we strive to bring the greatest value to Miami-Dade County with integrity, fairness, competition and community inclusion.

The place for accessing business opportunities with the county

Miami-Dade County's Procurement Management manages in excess of 1,300 active contracts valued at approximately \$4.9 billion. Each year, we negotiate and award contracts that exceed \$900 million. We are always looking for qualified new vendors to compete for County business. Enroll as a County vendor today for immediate notification of County business opportunities.

Head Start Program Services

The County is requesting Expressions of Interest to provide Head Start Program Services!

Current & Future Solicitations

e-Procurement (solicitations)

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Program

Loan Program

Bid and Proposal Process

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Solicitations

Current Solicitations

Search current solicitations for contract opportunities:

* [by Solicitation](#)

Use this option to search by solicitation number, type, title or date.

* [by Commodity](#)

Use this option to search by commodity code or commodity description.

These additional opportunities are offered by various County departments and are not found in our interactive e-procurement system.

Note: Please use Internet Explorer 5.0 or higher to View / Download Attachments.

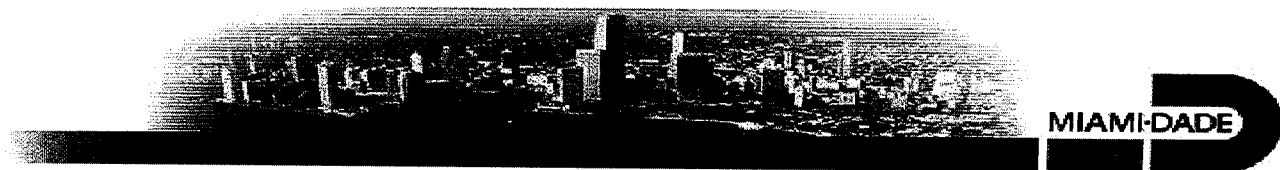
Vendor Assistance Unit

**Located at the
Stephen P. Clark Center, 111 NW 1st Street,
Miami, FL 33128
13th Floor**

(305) 375-5773

Visit our Website

<http://www.miamidade.gov/procurement>



On behalf of Miami-Dade County's
Internal Services Department,
Procurement Management
Services,
thank you for attending.
We look forward to doing business
with you!

